



Solicitation Information
05/19/2014

RFP# 7548766

TITLE: Provision of On-Site Dental Services Rhode Island Department of Corrections

Submission Deadline: Monday, June 16, 2014 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Thursday, May 29, 2014 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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SURETY REQUIRED: NO

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Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

Applicants must register on line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

Section 1: Introduction.....	3
Section 2: Background and Purpose.....	6
Specific Requirements.....	6
Section 3: Scope of Work.....	7
General Scope of Work.....	7
Specific Activities / Tasks.....	9
Section 4: Technical Proposal.....	10
Narrative and Format.....	10
Section 5: Cost Proposal.....	11
Detailed Budget and Budget Narrative.....	11
Section 6: Evaluation and Selection.....	13
Section 7: Proposal Submission.....	14

RFP #7548766: Provision of On-Site Dental Care RIDOC

SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide on-site dental services to the inmates who are housed at the facilities of the Rhode Island Department of Corrections, these inmates include male and female and as of the writing of this RFP the number of 3,270 inmates consisting of 3,112 males and 158 females. The Rhode Island Department of Corrections is seeking a vendor who will provide on-site dental services to both male and female inmates who are housed in a unified correctional system in Rhode Island which is responsible for both the jail in the state and the prison in the state. This contract will be for a period of up to 5 years, renewed annually at the end of the contract period in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.

RFP #7548766: Provision of On-Site Dental Care RIDOC

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.lambert@hr.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

RFP #7548766: Provision of On-Site Dental Care RIDOC

16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RI Department of Corrections, Office of Financial Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

RFP #7548766: Provision of On-Site Dental Care RIDOC

SECTION 2 -- BACKGROUND AND PURPOSE

Specific Requirements:

The vendor must possess extensive prior experience in providing dental services to individuals that are incarcerated or who have been institutionalized. It is favorable that the successful vendor have knowledge of the management of prison operations. The Rhode Island Department of Corrections is interested in contracting with a single vendor who will be providing services to each of its facilities located at the Pastore Complex in Cranston, Rhode Island. The complex houses the State jail, Minimum Security, Medium Security, Maximum Security, High Security, and Women's prisons.(Attachment #1). This complex is located within one square mile on the Pastore Complex located in the city of Cranston, Rhode Island.

The RFP should address the issues of providing adequate personnel, (Attachment #2) five days a week between the hours of 8:00am and 3:00 pm to deliver appropriate levels of care as well as add alternatives for supplies, equipment, and oral surgery services.

RFP #7548766: Provision of On-Site Dental Care RIDOC

SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work: The provision of comprehensive, timely, quality, and cost effective on-site dental care to inmates within the jurisdiction of the Rhode Island Department of Corrections.

Specific Activities / Tasks: The selected vendor will be responsible for hiring and training dental staff to include Dentists, Dental Assistants, and Dental Hygienists to work within the Rhode Island Department of Corrections to perform routine dental tasks on a daily basis to the inmates who are housed within the Rhode Island Department of Corrections. The current staffing at the Rhode Island Department of Corrections is being performed by contracted dentists, dental assistants, and dental hygienists with the exception of two full-time dental assistants who are employed by the Rhode Island Department of Corrections. (Attachment #2) The staff assigned has to meet all State and Federal Regulations relative to licensure, certification, or requirements to perform the duties.

Deliverables:

- The selected vendor will be responsible for providing quality, comprehensive, timely, cost-effective dental services to all inmates whether they are housed within the jail or the prisons and depending on the dental needs which they present.
- All inmates are to receive a dental screening and x-ray upon commitment and urgent care as required.
- Inmates who are sentenced and housed in the prison facilities are to receive all services that are reflected in the Rhode Island DHS Dental Guidelines for medical assistant recipients. (Attachment #3). These guidelines are to be used as a basis for services provided to all sentenced inmates.
- The selected vendor will be required to provide adequate staffing to all six Rhode Island Department of Corrections Clinics to perform dental treatments and services to the inmate population. The daily staffing could fluctuate depending on facility demand.
- The selected vendor will be responsible for making sure that all dentists, oral surgeons, dental hygienists, dental assistants, and other consultants that they hire are licensed in the state of Rhode Island to provide dental services to the inmate population. The staffing will fluctuate depending on facility demand.
- The selected vendor will comply with NCCHC dental regulations at the Rhode Island Department of Corrections.
- The selected vendor must comply with HIPAA regulations regarding patient confidentiality.
- The selected vendor will be responsible for providing malpractice insurance for all consultant employees where applicable and necessary.
- The selected vendor will be responsible for reviewing all Rhode Island Department of Corrections Policy and Procedure Manuals and Standard Operating Procedures

RFP #7548766: Provision of On-Site Dental Care RIDOC

(SOPs) and to update them in accordance with NCCHC and best practice requirements. In-service services required for licensure or continuing education requirement shall be provided to all employees utilizing the best and current policies, procedures, and SOP's used within correctional facilities within the country.

- The selected vendor will be allowed to make suggestions regarding consolidation of services to produce efficiency of services as well as cost containment. These consolidation recommendations will be reviewed by the Rhode Island Department of Corrections Medical Program Director and appropriate staff before being implemented.
- The selected vendor and its employees will be responsible for utilizing the Rhode Island Department of Corrections Electronic Medical Record/ Electronic Dental Record in documenting dental services and procedures. (NextGen/QSI).
- The selected vendor will be responsible for providing clerical support for its on-site operation.
- The selected vendor will be responsible to have an on-site individual designated as manager of the unit. The person will be responsible for staffing, coordinating, directing and reviewing day to day operations.
- The selected vendor will make sure that all facilities meet all State, Federal, Local, and NCCHC guidelines relative to their operation.
- The selected vendor for sentenced inmates will use the Rhode Island Department of Health and Human Services Medical Assistant Guidelines, (Attachment 3). The guidelines and services that they allow will be available to all sentenced inmates at the Rhode Island Department of Corrections. The inmates that are housed in the jail facilities at a minimum will receive an intake dental screening, x-rays, and any emergent care which is necessary.
- The selected vendor will work in conjunction with the Rhode Island Department of Corrections Health Care Services Unit to make sure that compliance in all facilities relative to equipment location and services meet all necessary State, Federal, Local, and NCCHC compliances.
- The selected vendor will continue to utilize the dental hygiene protocol of one dental hygiene appointments/clinics per inmate per year.
- The selected vendor will be responsible as an add alternate, if they so choose, to supply all the equipment and supplies and the maintenance of equipment and supplies in all dental units which are being utilized by the dental department. The Rhode Island Department of Corrections currently has a contract for dental supplies with a private vendor and this contract is subject to remain in effect depending on the decision of the selected vendor to provide dental supplies at the Rhode Island Department of Corrections.
- The selected vendor, as an add alternate, may elect to provide all repairs to dental equipment currently located within the dental units at the Rhode Island Department of Corrections. The Rhode Island Department of Corrections currently has a contract with an independent vendor to repair all equipment currently housed and used within the dental clinics at the Rhode Island Department of Corrections.
- The selected vendor will be available for a quarterly meeting to discuss issues in the dental unit.
- The selected vendor will have a designated individual in the corporate office who will be responsible for the account and be available to answer any questions that cannot be addressed on a local level.

RFP #7548766: Provision of On-Site Dental Care RIDOC

- The selected vendor will be encouraged to review space currently assigned to the dental units at the Rhode Island Department of Corrections and make recommendations relative to any renovations which should be considered within these dental areas. The renovation requests will need to be reviewed by the Department of Corrections Medical Director and appropriate staff and will be funded by the Rhode Island Department of Corrections if it is agreed that the renovations are necessary and appropriate.

RIDOC Responsibilities: The Rhode Island Department of Corrections will provide dental space and office space for the contractor in which their employees will be able to provide on-site dental services.

Contractor Responsibilities: The contractor will be responsible for all associated dental work, all responsible dental services, policies, procedures, licensure, and necessary requirements to run a complete dental operation within the State of Rhode Island Department of Corrections. They also will be responsible for keeping detailed statistical data of services provided, performance measure data tracked by the Department and to be responsible to answer inmate correspondence regarding dental services.

Security Requirement: Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

RFP #7548766: Provision of On-Site Dental Care RIDOC

SECTION 4 -- TECHNICAL PROPOSAL

1. **Staff Qualifications** –Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of dentistry.
2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** –Describe in detail, the framework within which requested services will be performed. The following elements must be included: staffing plan, services plan, treatment plan, recruitment plan, and retention plan.
4. **Approach/Methodology** – Define the methodology and procedures to be used.

RFP #7548766: Provision of On-Site Dental Care RIDOC

5.

SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

All vendors are being required to bid on the provision of Dental Services staff for the Rhode Island Department of Corrections on a five day a week schedule from 8:30am – 3:00pm Monday through Friday.

These are the add alternatives that the Department is requesting be included as separate components of the solicitation but is left up to the discretion of the vendor:

1. Provision of dental supplies for all staff and facilities.
2. Provision of repairing all current dental equipment and purchasing any equipment that needs to be replaced.
3. Provision of dentures for inmates needing new, replacement, or repairs.

RFP #7548766: Provision of On-Site Dental Care RIDOC

COST PROPOSAL SUMMARY

Offeror:	_____
Address:	_____ _____
Taxpayer ID#:	_____
Authorized Agent:	_____
Title:	_____
Telephone & Fax#:	_____
E-Mail:	

Cost Proposal:

\$_____ Hour/ or Total cost per service, breakdown by type of service.

For those who wish to bid on the two add alternatives please break down cost for personnel component and each alternative separate with an overall annual cost.

Cost Proposal	Year 1	Year 2	Year 3	Year 4	Year 5

Signature of Authorized Agent: _____

Date: _____

RFP #7548766: Provision of On-Site Dental Care RIDOC

SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Quality of the Work plan	20 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	60 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	40 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

RFP #7548766: Provision of On-Site Dental Care RIDOC

SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7548766** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#7548766**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed four-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov **Please include with original proposal only.**
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A separate **Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this

RFP #7548766: Provision of On-Site Dental Care RIDOC

solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.

5. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.